

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Recreation Manager	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 40

**Definition:** To plan, organize, direct and coordinate Recreation Division program areas in order to provide, operate and maintain adequate facilities and programs for leisure service activities of the community including, but not limited to, preschool, youth, teen, seniors, cultural arts, sports, aquatics, special events and environmental education; and to represent the department in the absences of the Director, as assigned.

**Distinguishing Characteristics:** Receives general direction from the Community Services Director. Exercises direct and indirect supervision over assigned management, professional, technical and clerical personnel.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Organize and manage the personnel, facilities and other resources of the division and/or department, including setting and evaluating divisional and departmental objectives, policies and procedures.
2. Assess community recreational interests in order to design and implement appropriate programs and assist with the assessment of facility needs in order to recommend additional facilities or renovation of existing facilities.
3. Maintain a competent and motivated work force through establishing, hiring, training, assigning and performing evaluation procedures and guidelines.
4. Assure fiscal soundness of the division by developing, justifying and administering division budget, including analyzing expenses and setting rates and fees.
5. Develop and maintain effective working relationships with other community organizations to coordinate provisions of recreational facilities and programs.
6. Prepare complex written reports.
7. Gain public awareness of City recreational facilities and programs through public relations efforts.
8. Coordinate work of the division with other City departments.

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9. Inform and assist the Parks and Recreation Commission.
10. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Philosophies, techniques and principles of urban recreation management and procedures, City governmental structures and organization; prepare and administer a divisional budget; recreational programming and human resource management; communicate effectively orally and in writing; select, train and motivate departmental personnel.

Ability to: Assess community recreational needs and develop and implement programs and policies to meet identified needs; coordinate recreational programs and policies with Council, commissions, management, local businesses and the community; work with employee groups in resolving problems.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Five years of increasingly responsible professional experience, at least two of which must have been in a supervisory or upper level administrative capacity; equivalent to a bachelor's degree in recreation management or related field.

Established February 1981

Revised May 1995

CLASS SPECS

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